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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH  
100 NORTH SENATE AVENUE N1058  
INDIANAPOLIS, IN 46204  
PHONE (317) 232-3777  
FAX (317) 974-1629

TO: All Interested Parties

FROM: Barry Wood, Assessment Division Director

DATE: January 14, 2015

RE: 2015 Level I & Level II Assessor Appraiser Certification Examinations

The objective of the Level I and Level II examinations, in accordance with IC 6-1.1-35.5-3, is to test individuals on job-related concepts that are representative of the substantial knowledge needed for effective performance as a county or township assessor or assessing official. The examination will test practical applications used in the performance of the duties associated with the office.

The examinations are open to anyone at no charge. However, in accordance with IC 6-1.1-35.5-7, “a person who is successful on the level one examination may apply for and take the level two examination.” Therefore, you must take the examinations in order, and the examinations cannot be taken on the same day. You must pre-register for the examinations.

## **Tutorials**

The 2015 Level I and II Tutorials and Examinations use the **2011** Real Property Assessment Manual and Guidelines and the SIX (6) 2015 PowerPoint Level I and SIX (6) 2015 PowerPoint Level II Tutorial Courses and Review Material Problems that can be downloaded from the Department of Local Government Finance’s (“Department”) website at <http://www.in.gov/dlgf/7533.htm>. A Review Exam for each level is also available.

If you need assistance printing a copy of the tutorials, please contact Donna Bratcher at the Department at (317) 233-0166 or [dbratcher@dlgf.in.gov](mailto:dbratcher@dlgf.in.gov).

**Electronic devices such as laptops, cell phones, iPads, etc. will NOT be allowed during the examinations.**

## **Examinations**

The examinations are open book. In order to answer some of the questions on the exam, you will need to work problems similar to those in the tutorial and on the Review Exam. The examinations will consist of 50 multiple-choice questions of two points each. A passing grade is 70 points.

The proctor for the examination will not answer questions regarding the Level I and II materials prior to or during the examination. Please contact the Department staff prior to the examination day with any questions regarding the course materials at [Level1@dlgf.in.gov](mailto:Level1@dlgf.in.gov) or [Level2@dlgf.in.gov](mailto:Level2@dlgf.in.gov).

The examination will run five (5) consecutive hours from the beginning of the examination at approximately **10:00 a.m.**, but will end no later than **3:00 p.m.** local time. You will be asked to provide a photo ID when you arrive. During the examination, there will be no breaks, although you will be allowed to leave the room for restroom breaks or to get a snack or drink.

You **MUST pre-register** using the form below no later than 1 week prior to the examination. You may register for both examinations, but on different dates, on the same registration form. A minimum of five (5) registrations must be received or the examination will be cancelled. Registrants will be notified by e-mail if the examination is cancelled.

### **Special Accommodations**

If you have a physical impairment that will require special accommodations, the Department asks that you provide advanced notification. Please contact Barry Wood, Assessment Division Director, at [bwood@dlgf.in.gov](mailto:bwood@dlgf.in.gov) or by fax at (317) 974-1629 stating your condition and the accommodation you are seeking. You must present medical evidence (such as a doctor's statement) for consideration.

### **What to Bring With You**

#### **For Level I:**

Since the exams are open book you should download, print, and bring the six (6) sections of the **2015 tutorial**: 2015 Level I Cost Approach, 2015 Level I Income Approach, 2015 Level I Neighborhood Factor, 2015 Level I Personal Property, 2015 Level I Sales Comparison Approach, and 2015 Ratio Study. Also, bring residential and agriculture property record cards and review problems printed from the website Review Materials section that you worked during the tutorial, a **2011 Real Property Assessment Manual & Guidelines**, pencils or pens, calculator, a ruler, and scrap paper. **Electronic devices such as laptops, cell phones, iPads, etc. will NOT be allowed during the examinations.**

#### **For Level II:**

Since the exams are open book you should download, print, and bring the six (6) sections of the **2015 tutorial**: 2015 Level II Cost Approach, 2015 Level II Golf Course, 2015 Level II Income Approach, 2015 Level II Personal Property, 2015 Level II Sales Comparison Approach, and 2015 Ratio Study. Also, bring commercial and industrial property record cards and review problems printed from the website Review Materials section that you worked during the tutorial, a **2011 Real Property Assessment Manual & Guidelines**, pencils or pens, calculator, a ruler, and scrap paper. **Electronic devices such as laptops, cell phones, iPads, etc. will NOT be allowed during the examinations.**

**2015**  
**Level I & II Exam Registration Form**

Name: \_\_\_\_\_

Work Title: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Employer: \_\_\_\_\_

(Please circle one)

Mailing Address: Home or Business \_\_\_\_\_

City, State Zip: \_\_\_\_\_

County: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

Home # \_\_\_\_\_


Cell # \_\_\_\_\_

Email Address: \_\_\_\_\_

(Confirmations will only be sent via email, one week prior to exam date)

Please email this form to Donna Bratcher at [dbratcher@dlgf.in.gov](mailto:dbratcher@dlgf.in.gov)  
or fax: (317) 974-1629

Please X the box for the exam for which you want to register.

Level I	Level II	Date	Location
		January 23, 2015	Co Assessor's Conference (must register with the Assoc.)
		February 6, 2015	Warsaw, IN - Ivy Tech Campus
		February 9, 2015	Indianapolis, IN Gov't Center South Conference Center
		February 23, 2015	Brownstown, Jackson Co Building
		March 16, 2015	Indianapolis, IN Gov't Center South Conference Center
		March 20, 2015	Vincennes University Center for Applied Technology
		April 10, 2015	Valparaiso, Ivy Tech
		April 13, 2015	Indianapolis, IN Gov't Center South Conference Center
		June 1, 2015	Indianapolis, IN Gov't Center South Conference Center
		June 15, 2015	Valparaiso, Ivy Tech

## **Exam Locations**

### **Brownstown**

Jackson County Building  
Purdue Extension Office  
111 S Main St, Ste 010 (Downstairs)  
Brownstown, IN 47221  
(812) 358-6111  
<http://www.jacksoncounty.in.gov/>

### **Indianapolis, Indiana Government Center South Conference Center**

302 W Washington St  
Conference Room 22  
Indianapolis, IN 46204  
317-233-0166  
<http://www.in.gov/idoa/2375.htm>

### **Vincennes**

Vincennes University  
Indiana Center for Applied Technology (IACT)  
1500 N Chestnut St  
Vincennes, IN 47591  
812-888-4309  
<http://www.vinu.edu/about-us>

### **Valparaiso**

Ivy Tech Community College Northwest  
Valparaiso Campus  
3100 Ivy Tech Drive  
Room D119  
Valparaiso, IN 46383  
219-464-8514  
<http://www.ivytech.edu/northwest/>

### **Warsaw**

Ivy Tech Community College North Central  
Warsaw Campus  
3755 Lake City Hwy  
Warsaw, IN 46580  
574-267-5428  
<http://www.ivytech.edu/northcentral/>